

STANDARD VI - MEDIA SERVICES

The media center at Fredd State Technical College is divided into a centralized storage facility, which is housed within the Related Communications department, and individual centers within each department. Media services are provided in shops and classrooms as integral parts of each program. This allows resource materials to be readily available for student and faculty use. Media equipment, in some cases, is shared by instructors with prior requests being made to the Related Communications instructor, who has a record of where it is located.

Presently, the media center is inadequately housed; however, long-range goals include the construction of a learning resource center which will house Media Services.

Each individual department contains adequate audio-visual materials and equipment, reference books, periodicals, and manuals for its usual application. State proration and funding cuts have prevented the purchase of large quantities of up-to-date materials and equipment. However, 3 word processors and 23 computers have been purchased during the past 5 years. All students on campus have access to the use of the computers. *the AV mat. & equipt*

The centralized storage facility contains other audio-visual aids which are made available to each department through a check-out and

check-in system. All resources are available for check-out between the hours of 2:30 p.m. and 3:30 p.m. and are easily accessible within the various departments.

Each instructor is responsible for equipment and instructional aids in his/her classroom. The acquisition and maintenance of all media equipment and materials are the responsibility of the teacher. This responsibility is shared by the administration and the Business Manager who work closely with the teacher when requests are made for the purchasing of equipment and materials to be used as aids, or when the need arises to repair or service existing media.

The faculty and administration obtain information from periodicals, manufacturers representatives, in-service meetings, etc. Each program is allocated funds for media materials in its annual budget. The funds are limited. Plans are being made to upgrade centers to keep pace with industrial and technological changes. Materials included in the centers are audio-visual aids, reference books, projectors, technical manuals and professional periodicals. Professional development materials for faculty and staff personnel are also available.

The person responsible for checking in and out media equipment works with the faculty by obtaining necessary materials and/or equipment located within the ^{centralized media facility} various departments. Assistance in using any equipment is available to individual instructors.

When new materials are purchased for the centralized media storage facility, their availability is made known to the instructors, and equipment is checked out when the instructors need a particular item. Should instructors need assistance with demonstration of new equipment, those services are provided.

The Business Manager keeps the faculty informed of new acquisitions and availabilities by announcements in faculty meetings and/or memorandums. Regular print editions of reference volumes are replaced with current editions when new editions and funds for such editions are available.

Faculty members make input concerning the selection and purchase of instructional materials and equipment by making requisitions to the Business Manager. The Business Manager helps to determine the feasibility of purchasing materials and equipment, after which the requisitions are given to the President for approval.

All learning resources are available to students between the hours of 7:45 a.m. and 2:30 p.m.

Reference volumes are replaced with current editions when funds are available.

	1985-86	1986-87
Equipment		
Audio-visual	\$ 528	\$1000*
Reference books		1000
Periodicals	988	1000
Professional literature		
Facilities		
Other		
TOTALS	\$1,516	\$3000

*Estimated (budget 1986-87)

For the resource collection, complete the following as of the end of the most recent fiscal year.

- a. Number of volumes held at end of previous year 899
- b. Number of volumes added during year 81
- c. Number of volumes withdrawn during year 36
- d. Total number of volumes held at end of current year 896
- e. Number of reels of microfilm held at end of current year
- f. Number of serial titles, excluding duplicates, on order at end of current year

Complete this table for resources housed in separate departments, classrooms or laboratories.

Area - if in departmental or room	Volumes Held	Area - if in departmental or room	Volumes Held
collection		collection	
Barbering	270	Developmental Studies	1401
Body & Fender	327	Related Communications	139
Carpentry	50	Related Math	174
Commercial Sewing	43	Secretarial	559
Electricity	60	Small Engine	14
Graphic Arts	18	Upholstery	4
Industrial Sewing Mech.	170	Masonry	80
Plumbing & Pipefitting	238	Consumer Electronics	26

Multi-media equipment and facilities include (indicate number available):

	NUMBER
<u> </u> Motion picture projectors	<u> 4 </u>
<u> </u> Radios	<u> 1 </u>
<u> </u> Television sets	<u> 0 </u>
<u> </u> Opaque projectors	<u> 4 </u>
<u> </u> Overhead projectors	<u> 12 </u>

Record players	4
Tape recorders	10
Projection screens	12
Equipment for instruction by television	1
Copying machines	1
Listening stations for earphones	30
Portable tables on which to rest and transport equipment	6
Visual aids	315
Video cassette recorder	4
Video camera and recorder	0
Other (Tape players, etc.)	21

Complete the following table with regard to availability of multi-media materials.

Types of Materials	Total	Types of Materials	Total
	NUMBER		NUMBER
Films	11	Tapes	14
Filmstrips	211	Slides	420
Disc Recordings	3	Tape Recordings	504
Models	10	Others(film projector	323

The Business Manager is responsible for purchasing, managing inventorying, recording, and distributing media materials. The inventory is updated annually. A record is kept for each piece of equipment. The record includes serial number, model number, purchase price, and vendor.

New media equipment is purchased by the Business Manager upon request of faculty and availability of funds. New equipment is

received, inventoried, and distributed to requesting faculty by the Business Manager.

The effectiveness of the individual program media centers is evaluated by the individual faculty within the program, student test performance, skill development in the content areas, grades, follow up of graduates, and craft committees. Periodically the individual media centers are evaluated by administrative personnel to ensure currency.

Strengths:

1. Adequate courseware in individual departments.
2. Easy student access to media materials.

Weaknesses:

1. Inadequate housing for media storage.
2. Several programs need new or updated materials and equipment.
3. Parts for nuisance repairs are not kept on hand.